

**STATE DRIVING BUSINESSES LICENSURE BOARD**  
**Division of Occupational and Professional Licenses**  
P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 1/27/2022**

**BOARD MEMBERS PRESENT:** Jared Hugh Haustveit - Chair  
Theresa A Bradford  
C Randal Willie

**BOARD MEMBERS ABSENT:** Robert M Fenn  
Faith Todd

**DIVISION STAFF:** Anne Lawler, Bureau Chief  
John Price, Investigative Unit Manager  
Nicholas Crema, General Counsel  
Eric Nelson, Board Prosecutor  
Cesley Metcalfe, Board Support Supervisor  
Christian Runnalls, Board Support Specialist  
Bonnie Dodson, Board Support Specialist  
Allegra Earl, Licensing Supervisor  
José Mendoza, Licensing Specialist

**OTHERS PRESENT:** Misty Lawrence, Division of Financial Management

The meeting was called to order at 12:32 PM MST by Jared Hugh Haustveit.

**INTRODUCTIONS**

Ms. Lawler introduced the following individuals to the board: herself as the Bureau Chief for the Occupational Licenses Bureau within the Division and the Board's Executive Officer; Cesley Metcalfe as the Board Support Supervisor; Christian Runnalls and Bonnie Dodson as Board Support Specialists; John Price as the Investigative Unit Manager; Allegra Earl as a Licensing Supervisor; Misty Lawrence as a representative from Division of Financial Management, Eric Nelson as the Board Prosecutor; and Nicholas Crema as General Counsel for the Board.

**APPROVAL OF MINUTES**

Ms. Bradford made a motion to approve the minutes of 5/17/2021, 3/9/2021, 2/18/2021, 10/9/2020. It was seconded by Mr. Willie. Motion carried.

## **LAWS AND RULES**

Ms. Lawler presented a legislative update. Ms. Lawler explained the purpose of Zero-Based Regulation (ZBR) and informed the Board that it is scheduled to perform its rule chapter review this year and will present its proposed rules in the 2023 Legislative Session. Additional meetings will be held to ensure that the public has an opportunity to comment on the proposed rules.

## **BOARD BUSINESS**

### **DIVISION UPDATES**

Ms. Lawler informed the Board that the third organizational chart showing all employees is complete and posted on the Division's website. She also stated that the Division should be moving into its permanent building by July. A financial report was unavailable due to issues created by the consolidation of multiple financial systems within the Division. A report will be presented at the next meeting depending on availability from the Finance Department.

### **APPLICATION AND CONTINUING EDUCATION AUDIT APPROVAL PROCESS**

Ms. Lawler discussed Board governance versus daily operations in relation to documents for board review. She stated that the goal is to have the Board govern and the Division staff manage the administrative work for licensing.

The Board discussed its current approval process for continuing education audits and applications, and options for delegating the task to Division staff. No action was taken.

### **BOARD ELECTION**

Ms. Bradford made a motion to re-elect Mr. Haustveit as the Board Chair. It was seconded by Mr. Willie. Motion Carried.

### **COMPLAINT MEMORANDUM**

Mr. Price gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Ms. Bradford made a motion to approve the Division's recommendation and authorize closure in case number DRB-2022-1. It was seconded by Mr. Willie. Motion carried.

## **EXECUTIVE SESSION**

Ms. Bradford made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or registration. It was seconded by Mr. Wille. The vote was: Mr. Haustveit, aye; Ms. Bradford, aye; and Mr. Willie, aye. Motion carried.

Mr. Willie made a motion to come out of executive session. It was seconded by Ms. Bradford. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a Stipulation and Consent Order in case numbers DRB 2022-1 and DRB 2022-2. Mr. Willie made a motion to approve the Consent Order and allow the Board chair to sign on behalf of the Board. It was seconded by Ms. Bradford. Motion carried.

## **EXECUTIVE SESSION**

Ms. Bradford made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Mr. Willie. The vote was: Mr. Haustveit, aye; Ms. Bradford, aye; and Mr. Willie, aye. Motion carried.

Mr. Willie made a motion to come out of executive session. It was seconded by Ms. Bradford. Motion carried.

## **APPLICATIONS**

Mr. Willie made a motion to approve the following for licensure:

Cohen, Paul DBIA-826

It was seconded by Ms. Bradford. Motion carried.

## **NEXT MEETING**

Quarterly meeting dates were scheduled for:

April 6, 2022, at 9:00 AM MDT

July 7, 2022, at 9:00 AM MDT

October 5, 2022, at AM MDT

An interim meeting was scheduled for March 10, 2022, at 9:00 MST.

## **ADJOURNMENT**

Ms. Bradford made a motion to adjourn the meeting at 1:49 PM MST. It was seconded by Mr. Willie. Motion carried.

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**Jared Hugh Haustveit, Chair**